

**POLICE CHIEF****DEFINITION**

Under administrative direction of the City Administrator, plans, organizes and provides administrative direction and oversight for a comprehensive police services, security and law enforcement program; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as assigned.

**CLASS CHARACTERISTICS**

The Police Chief oversees and directs all activities of the Police Department for the City and surrounding areas in mutual aid circumstances. Responsibilities include strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring that services provided and development plans are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch and records.
- Directs the investigation of major crimes in coordination with other agencies; assists the District Attorney in the preparation of cases.
- Prepares, recommends and implements strategic plans to meet the City's current and long-range needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies, and a variety of public and private organizations.
- Works closely with the City Administrator, the City Council, other City departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to maximize police services.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.

- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and procedures of municipal police administration, including community-oriented policing, patrol, traffic, investigation and a high level of service provision.
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Computer applications related to the work.
- Basic principles of local government organization and public administration.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive police services program.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.

- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four-year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work and four years of command or supervisory experience in the police service equivalent to the level of Captain or above.

**Licenses and Certifications:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess P.O.S.T. certificates through the advanced level. Must possess or obtain and maintain first aid and CPR certificates.

**Working Conditions:**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.

**Physical Demands:**

Must possess mobility to work in a standard office setting; strength and mobility to operate a motor vehicle and take command at an incident or emergency scene; vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.